

Shrewsbury Public Library
Trustees' Meeting
March 23,2004

Chairman George Strom called the March 23rd meeting of the Shrewsbury Public Library Board of Trustees to order at 7:35

Trustees Present: Joan Barry
Alice Canty
Barbara Carpenter
Carl Larson
Rosemary Rennie
Fran Whitney

Trustees Absent: Carol Cullen
Kevin McKenna

Bonnie O'Brien, Library Director attended.

Approve Minutes of Previous meeting- February 24,2004

Bonnie had a question in regard to money that would be spent from Trust Funds for building study. George responded that State Funds would be spent first then funds from the Cutting Fund.

Rosemary had a question regarding the RFQ. We had agreed on a not to exceed \$14,000. The Town Managers figure is \$15,000. Joan suggested that the Town Manager probably came up with that figure because it was what was discussed at the meeting she and Bonnie had with him. Bonnie will ask him to change the figure.

Rosemary questioned if Alice had suggested using the Outreach Van for delivery of Inter-Library Loan Materials. Alice said that is what she had suggested.

Motion to approve the minutes- Rosemary
Second- Alice
All in Favor

Reading of Correspondence

Bonnie reported that she had received a letter from the Board of Library Commissioners stating that we will receive an additional sum of \$233.11. She was also informed by the Attorney General that as a result of the settlement regarding CD'S that we will be getting about 700 new CD'S.

Bonnie reported that the Library had received a NEH(National Endowment for the Humanities) and Library of America grant of \$450 to formulate programs on Isaac Bashevis Singer. We were the only Public Library in the State to receive such a grant. The only other Massachusetts institute to receive a grant was Tufts University.

Bonnie has included in the trustees packets information about the proposed cuts in the State budget that will impact Libraries. She urged all to write to the State House urging the return of these funds to the budget.

Bonnie reminded all that we had received copies of letters from Shrewsbury Crossing and the Senior Center regarding the Outreach Van. Rosemary commented that she had been to the Senior Center and spoke with several people who were very pleased with the service.

Bonnie reported that the Library web site is number two(2) in hits. The Cable Company is the number one(1) site visited.

Joan asked who had written the grant for the NEH Grant. Bonnie responded that George Brown had.

Motion to send Thank You to George for a good job- Joan

Second Barbara

All in favor

Monthly report of the Library Director

Rosemary had a question regarding the annual inspection. Bonnie reported that although there were some questions regarding the emergency lighting we had passed the inspection and did get our certificate.

Rosemary asked about the assessment fee for CW/MARS. Bonnie explained that the committee(at CW/MARS) was looking into making the assessment fair for all the Libraries. Now all libraries are assessed based on number of ports, 20% for circulation and 20% for materials budget. The question was raised as to what happens if someone pulls out of the group. Bonnie responded that if a town decided to leave the group they must notify CW/MARS one year in advance. George asked what happens if a Town is not funded and must pull out. Bonnie responded that she thought that CW/MARS would then take money from the reserve fund to cover those expenses since once your assessment was set for the year they did not increase it. Our assessment for fiscal '05 will be \$42,000, which will be due in July. George asked if interest was earned on that money. Bonnie will look into this. She felt that the money was paid out at various times during the year to pay for maintenance and other contracts that come due. The question was raised if CW/MARS had reduced staff. Bonnie said yes they have and are now replacing a full time person with a part time one. Joan asked if it would cost us more to do our own computer system. Bonnie responded that it would cost 2 to 3 times more.

Motion to accept the Director's report- Joan

Second- Fran

All in favor

Reports of Committees

Outreach Services

George reported that he had talked with a member of the Long-Range Planning Committee who reported on a visit at Shrewsbury Towers those that knew about the Outreach Service were very happy, but a good number did not know about it or other services that were offered. Barbara reported that George Brown was present at the meeting at the towers and suggested that a staff member might be used to help access information about the Library on the new computers they have. It was suggested that a staff person go periodically to the Towers to "sell" the Library.

Policy & Personnel committee

George reported that in order to change the by-law for Policy & Personnel a motion must be made for the committee to look into this and report back to the Trustees. The section dealing with the hiring of Department Heads does not go far enough and should be revised.

Motion to direct the Policy & Personnel Committee to study and propose changes to the by-law-Joan

Second – Fran

All in favor

A lengthy discussion was held regarding interviews for the position of Head of Children's Services. It was felt that a policy /procedure needed to be in place to ensure that Trustees were notified in a timely manner when interviews would be held. Nothing was resolved regarding this matter

Head, Children Services

A lengthy discussion was had regarding this position. It was suggested that Bonnie contact URI and Simmons to ascertain if there will be Graduates in May/June who would be interested in applying. Discussion was also had regarding hiring a part-time person to help out until the position is filled.

Trust/Financial

Nothing new to report

Unfinished business

Fy'05 Operating Budget- Budget Cuts/State aid Expenditures

In light of the more recent cuts in the budget Bonnie requested that the Trustees look at the list of items that she would like to expend State Aid funds on to keep services at an almost level state.

Motion was made to authorize Bonnie to purchase a DVD/VHS-Computer for programs- Joan

Second – Fran

All in Favor

Building program –RFQ

George asked if there were any changes to the RFQ. Bonnie responded that other than a few word changes requested by Alice and the changing of the amount from \$15,000 to \$14,000 there no changes.

Motion to have George take the RFQ to the Town Manager on Wednesday, March 24th- Fran

Second- Carl

Mrs. Whitney-Yes, Mrs. Carpenter- Yes, Ms. Barry-Yes, Mrs. Canty-Yes, Mrs. Rennie-Yes, Mr. Larson –Yes, Mr. Strom- Yes

Seven in favor, Two Absent

Long Range Planning/Planning for Results – Update

Discussion was held regarding the email from Tom Foley to Pete Murphy regarding changing the timetable for the committee. Barbara reported that she had met with George Brown and Pete Murphy after our last meeting and that the main problem was interpretation of the email from Tom Foley. The committee is moving along fine collecting information from Seniors, Teachers, and Students. It is expected that by the first week in May they will have a list of services to present to the Staff for their input. The final report should be done before the beginning of June.

New Business

News Letter

George did not have the information for this tonight.

Other

Rosemary was concerned that the Young Adult Program was having a Pizza Party. She felt that we should be encouraging more nutritious food being served. Barbara commented that Pizza in itself was not a problem. Bonnie will speak with Sarah regarding our concerns.

Bonnie informed the Trustees that construction was about to begin again. They will be working on the stonewall in front of the Building and perhaps on the 140 side of the building.

Motion to Adjourn- rosemary

Second-Joan

All in Favor

Meeting Adjourned at 8:59

Submitted by Barbara Carpenter